

Asgard

# Shift Management

STAFF-ON-SHIFT TRAINING WORKBOOK SUMMER 2022

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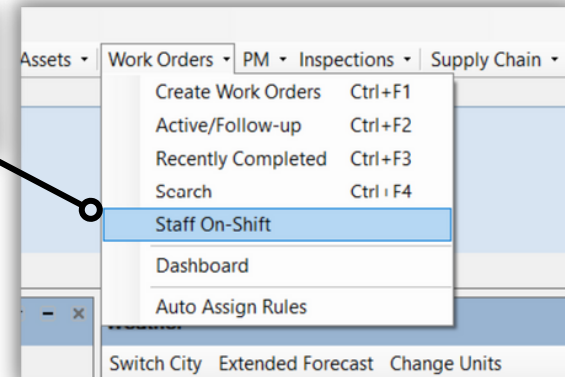
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# Overview of Shift Management Screen

## Notes

Open the Work Order drop down & click 'Staff On-Shift'



Shift Management Screen displays all current Shift Profiles

Asgard -- Sunset West (Sunset Vacation Resorts)

File Organization Site Facilities Tools Help

Directory | Account List | Expense Search | Locations | Assets | Work Orders | PM | Projects | Inspections | Supply Chain | Cleans | Incidents | Training/How To...

Welcome Page / Shift Management

Shift Profile: Create ☐ Show Disabled Profiles

Facilities Departments	User	Departments	Status	Work Assignment	Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift...	Enabled
Sunset West	Lemus, Betsy	Engineering	On Shift - Ready		3/16/22 3:42 PM				Lemus, Betsy	<input checked="" type="checkbox"/>
Sunset West	Larson, Brie	Housekeeping	On Shift - Ready		7/10/20 6:45 AM				Larson, Brie	<input checked="" type="checkbox"/>
Sunset West	Paul_Katana, Pam	Housekeeping	On Shift - Ready		2/10/21 5:06 PM				Paul_Katana, Pam	<input checked="" type="checkbox"/>
Sunset West	Lemon, Aman	Engineering	On Shift - Ready		10/13/21 11:17 ...				Lemon, Aman	<input checked="" type="checkbox"/>
Sunset West	Ramos, Celia	Engineering	On Shift - Ready		7/28/21 2:29 PM				Ramos, Celia	<input checked="" type="checkbox"/>
Sunset West	Lemon, Amanda	Engineering	On Shift - Ready		10/13/21 11:21 ...				Lemon, Amanda	<input checked="" type="checkbox"/>
Sunset West	Valovik, Jordan	Engineering	On Shift - Ready		11/20/21 4:42 PM				Valovik, Jordan	<input checked="" type="checkbox"/>
Sunset West	Torres, Richard	Housekeeping	On Shift - Ready		10/2/19 5:29 PM				Torres, Richard	<input checked="" type="checkbox"/>
Sunset West	Katherine, LeAnne	Front Office	On Shift - Ready		3/30/22 12:21 AM				Fullmer, Pam	<input checked="" type="checkbox"/>
Sunset West	Lanier, Kayla	Engineering	On Shift - Ready		12/7/21 10:59 AM				Lanier, Kayla	<input checked="" type="checkbox"/>
Sunset West	Hoover, John E	, Engineering	On Shift - Ready		3/30/22 12:21 AM				Fullmer, Pam	<input checked="" type="checkbox"/>
Sunset West	Gordon, Melissa	Housekeeping	On Shift - Ending ...		12/7/21 7:28 PM		3/30/22 12:02 AM		Gordon, Melissa	<input checked="" type="checkbox"/>
Sunset West	Alatorre, Evee	Front Office	Off Shift		4/7/22 1:38 PM			4/20/22 3:19 PM	Zambeck, Michelle	<input checked="" type="checkbox"/>
Sunset West	Alatorre, Julie	Housekeeping Runner	Off Shift		4/7/22 1:38 PM			4/7/22 1:41 PM	Perez, Gabi	<input checked="" type="checkbox"/>
Sunset West	Fischel, Arty	Housekeeping	Off Shift		11/15/21 11:28 ...			3/30/22 12:21 AM	Fullmer, Pam	<input checked="" type="checkbox"/>
Sunset West	Haro, Gabi	Housekeeping	Off Shift		3/31/22 6:39 PM			4/20/22 3:19 PM	Zambeck, Michelle	<input checked="" type="checkbox"/>
Sunset West	Burton, John	Engineering	Off Shift		4/6/22 4:08 PM			4/20/22 3:19 PM	Zambeck, Michelle	<input checked="" type="checkbox"/>
Sunset West	Aldrich, Connie	Housekeeping	Off Shift						z, Gabi	<input checked="" type="checkbox"/>
Sunset West	Burkhardt, Caitlin	, Engineering	Off Shift						z, Gabi	<input checked="" type="checkbox"/>
Sunset West	Barnes, Bucky	Engineering	Off Shift						beck, Michelle	<input checked="" type="checkbox"/>
Sunset West	Bell-Leon, Bailey	Engineering	Off Shift						z, Gabi	<input checked="" type="checkbox"/>
Sunset West	Test, Sherri	Housekeeping	Off Shift						z, Sherri	<input checked="" type="checkbox"/>
Sunset West	GuzmanTRN, Olivia	Front Office	Off Shift						her, Pam	<input checked="" type="checkbox"/>

We've overhauled the Staff On-Shift to support a "set it and forget it" model for managers!

Scan QR Code for detailed Shift Management instructions



# Creating a Shift Profile

## Notes

Asgard -- Sunset West (Sunset Vacation Resorts)

File Organization Site Facilities Tools Help

Directory Account List Expense Search Locations Assets Work Orders PM Projects Inspections Supply Chain Cleans Incidents

Welcome Page **Shift Management**

Shift Profile: Create ☐ Show Disabled Profiles

Facilities Departments	User	Departments	Status	Work Assignment	Shift Start	Break
Sunset West	Lemus, Betsy	Engineering	On Shift - Ready		3/16/22 3:42 PM	
Sunset West	Larson, Brie					

Create Shift Profile

User: Adriano, Porficia

OK Cancel

1. Click 'Create' to create a new Shift Profile

2. Select user and click 'OK'

3. Select the appropriate Work Order Types

4. Use the Work Assignment field to indicate zones, floors, shifts, etc. a user is responsible for

5. Select the appropriate Facilities Department(s)

6. Select the users Department(s)

Scan QR Code for detailed Create Shift Profile instructions





# Starting Shifts

## Notes

The screenshots show the 'Shift Management' interface. The top screenshot has a green filter bar at the top. The bottom screenshot shows a dropdown menu for the 'Status' column. Numbered callouts 1, 2, and 3 point to specific elements in both screenshots.

Facilities	Departments	User	Departments	Status	Work Assignment	Shift Start	Break Start
Sunset West	Engineering	Burkhardt, Caitlin	Engineering	Off Shift		12/8/21 1:06...	
Sunset West	Engineering	Lemus, Betsy	Engineering	On Shift - Rea...		3/16/22 3:42...	
Sunset West	Engineering	Lemon, Aman	Engineering	On Shift - Rea...		10/13/21 11:...	
Sunset West	Engineering	Ramos, Celia	Engineering	On Shift - Rea...		7/28/21 2:29...	
Sunset West	Engineering	Burton, John	Engineering	Off Shift		4/6/22 4:08 ...	
Sunset West	Engineering	Lemon, Amanda	Engineering	On Shift - Rea...		10/13/21 11:...	
Sunset West	Engineering	Adreno, Porticia	Engineering	Off Shift			
Sunset West	Engineering	Valsvik, Jordan	Engineering	On Shift - Rea...		11/20/21 4:4...	

Facilities	Departments	User	Departments	Status	Work Assignment	Shift Start	Break Start
Sunset West	Engineering	Bell-Leon, Bailey	Engineering	Off Shift			
Sunset West	Engineering	Barnes, Bucky	Engineering	Off Shift			
Sunset West	Engineering	Burkhardt, Caitlin	Engineering	Off Shift			
Sunset West	Engineering	Adreno, Porticia	Engineering	Off Shift			
Sunset West	Engineering	Burton, John	Engineering	Off Shift		4/6/22 4:08 ...	

1. To start a single shift, highlight the user
2. Click the Blue Start Shift button
3. Or use the drop-down in the gold, editable column to select a Shift Status

1. To start multiple shifts, Use the green Filter Bar to view all Off-Shift users for your Department
2. To select multiple users, click and drag or hold the Ctrl key + your mouse
3. To start all Shifts, click the Blue Start Shift button



Mobile Device users are able to put themselves On and Off-Shift using their mobile device

Scan QR Code for detailed instructions to Start Shifts



# Ending Shifts

## Notes

1. To end a single shift, highlight the user

2. Click the Blue End Shift button

3. Or use the drop-down in the gold, editable column to select a Shift Status

1. To end a single shift, highlight the user
2. Click the Blue End Shift button
3. Or use the drop-down in the gold, editable column to select a Shift Status

1. To end multiple shifts, Use the green Filter Bar to view all On-Shift users for your Department
2. To select multiple users, click and drag or hold the Ctrl key + your mouse
3. To end all Shifts, click the Blue End Shift button



Mobile Device users are able to put themselves On and Off-Shift using their mobile device

Scan QR Code for detailed instructions to End Shifts



# Editing a Shift Profile

## Notes

Directory Account List Expense Search Locations Assets Work Orders PM Projects Inspections Supply Chain Cleans Incidents						
Welcome Page Shift Management						
End Shift Shift Profile: Create Edit Disable Shift Profile <input type="checkbox"/> Show Disabled Profiles						
Facilities Departments	Users	Departments	Status	Work Assignment	Shift Start	Break Start
					=	=
Sunset West	Hoover, John E	Engineering	On Shift - ...		3/30/22 12:2...	
Sunset West	Katherine, LeAnne	Front Office	On Shift - Rea...		3/30/22 12:2...	
		Engineering	On Shift - Rea...		12/7/21 10:5...	
		Housekeeping	On Shift - Rea...	Water Safety	7/10/20 6:45...	
		Engineering	On Shift - Rea...		10/13/21 11:...	
		Engineering	On Shift - Rea...		10/13/21 11:...	
Sunset West	Lemus, Betsy	Engineering	On Shift - Rea...		3/16/22 3:42...	
Sunset West	Paul_Katana, Pam	Housekeeping	On Shift - Rea...		2/10/21 5:06...	
Sunset West	Ramos, Celia	Engineering	On Shift - Rea...		7/28/21 2:29...	
Sunset West	Torres, Richard	Housekeeping	On Shift - Rea...		10/2/19 5:29...	
Sunset West	Valsvik, Jordan	Engineering	On Shift - Rea...		11/20/21 4:4...	
Sunset West	Gordon, Melissa	Housekeeping	On Shift - Endi...		12/7/21 7:28...	

Select the user whose shift you want to edit and click 'Edit'

☐ Show Disabled Profiles

**Edit Shift Profile**

User: Hoover, John E

Status: On Shift - Ready Work Order Types: Standard, PM, Inspection

Work Assignment:

Facilities Departments: ☒ Sunset West

Departments:

- ☐ Activities
- ☐ At Your Service
- ☐ Audit
- ☐ Bell Staff
- ☐ Contractor
- ☒ Engineering
- ☐ Front Office
- ☐ Grounds
- ☐ Grounds Maintenance
- ☒ Housekeeping
- ☐ Housekeeping Runner
- ☐ IT
- ☐ Maintenance
- ☐ PBXPT
- ☐ QA

OK Cancel

Make the necessary changes and click 'OK'

Scan QR Code for detailed Edit Shift Profile instructions



# Disabling a Shift Profile

## Notes

To disable a Shift Profile, highlight the user and click 'Disable Shift Profile'

To view disabled shift profiles, check the box next to 'Show Disabled Profiles'

Directory   Account List   Expense Search   Locations ▾   Assets ▾   Work Orders ▾   PM ▾   Projects ▾   Inspections ▾   Supply Chain ▾   Cleans ▾   Incidents ▾						
Welcome Page   <b>Shift Management</b>						
End Shift   Shift Profile: Create   Edit   Disable Shift Profile   <input type="checkbox"/> Show Disabled Profiles						
Facilities Departments	User	Departments	Status	Work Assignment	Shift Start	Break Start
▾	▾	▾	▾	▾	—	—
▸ Sunset West	Hoover, John E	, Engineering	On Shift - ...		3/30/22 12:2...	
Sunset West	Katherine, LeAnne	Front Office	On Shift - Rea...		3/30/22 12:2...	
Sunset West	Lanier, Kayla	Engineering	On Shift - Rea...		12/7/21 10:5...	
Sunset West	Larson, Brie	Housekeeping	On Shift - Rea...	Water Safety	7/10/20 6:45...	
Sunset West	Lemon, Aman	Engineering	On Shift - Rea...		10/13/21 11:...	
Sunset West	Lemon, Amanda	Engineering	On Shift - Rea...		10/13/21 11:...	
Sunset West	Lemus, Betsy	Engineering	On Shift - Rea...		3/16/22 3:42...	
Sunset West	Paul_Katana, Pam	Housekeeping	On Shift - Rea...		2/10/21 5:06...	
Sunset West	Ramos, Celia	Engineering	On Shift - Rea...		7/28/21 2:29...	
Sunset West	Torres, Richard	Housekeeping	On Shift - Rea...		10/2/19 5:29...	
Sunset West	Valsvik, Jordan	Engineering	On Shift - Rea...		11/20/21 4:4...	
Sunset West	Gordon, Melissa	Housekeeping	On Shift - Endi...		12/7/21 7:28...	

Scan QR Code for  
detailed Disable Shift  
Profile instructions



Mobile Users will not be able to put themselves  
On or Off-Shift if their Shift Profile is disabled